

Guide to SOMAH Job Training Requirements

Designed for solar contractors
to learn and understand
the job training requirements
of the SOMAH Program.



Solar on Multifamily Affordable Housing





Welcome to SOMAH

California's **Solar on Multifamily Affordable Housing** (SOMAH) Program offers significant financial incentives and energy cost savings to affordable housing tenants and property owners.

To successfully receive the incentive payment, contractors assist property owners throughout the SOMAH application process and ensure all program requirements are completed.

This guidebook is designed to help contractors understand and accomplish one of SOMAH's essential requirements – hiring eligible job trainees for every SOMAH project.

The SOMAH Program was created by the California Legislature to help reduce energy bills for low-income residents and provide thousands of paid job training opportunities to community members.

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I. Job Training Requirements Overview

Providing job training and workforce development opportunities is an integral part of the SOMAH Program.

It stimulates economic and workforce development by providing thousands of paid job training opportunities to community members and gives contractors an opportunity to connect to potential long-term employees for their team.

As a qualification for a SOMAH incentive, projects must complete all job training requirements.

- 1 The appropriate number of trainees depends on the solar system size. See page 5 for more information.
- 2 Prevailing Wage depends on project size (kW size and number of stories). SOMAH participants should be aware of prevailing wage requirements and comply accordingly with local guidance for projects. For additional information, review the [FAQ page](#) or contact CPUC Surge at info@cpucsurge.org.

Contractors are responsible for leading and completing the following:

- Hire the appropriate number of job trainees.¹
- Enter and manage job training opportunities for each project in the SOMAH Job Training Portal, *beginning at least 60 days before installation begins.*
- Pay job trainees according to SOMAH or prevailing wage² requirements within 30 days of the actual work.
- Have insurance that covers job training hires, including temporary hires.
- Ensure all hired trainees have completed the [Job Trainee Intake Form](#).
- Submit the Job Training Affidavit with the Incentive Claim Package.
- Respond to Employment and Performance Surveys for each job trainee hired, which are sent at the incentive claim submitted stage.
- Remind and encourage each job trainee to fill out The Job Trainee Survey

More details of contractors' responsibilities will be outlined throughout this guidebook.

II. Required Number of Job Trainees & Hours

Contractors must hire the appropriate number of eligible job trainees for each project.

The number of required job trainees and work hours depends on the size of the system based on the CEC-AC rating.³

Projects in the Liberty and PacifiCorp regions are only required to hire one trainee for a minimum of 40 hours independent of project size.

System Size (CEC-AC)	Required Number of Job Trainees (PGE, SCE, and SDGE projects)	Required Number of Work Hours Per Trainee (PGE, SCE, and SDGE projects)
0kW - <50kW	1 trainee	40 hours or more
50kW - <100 kW	2 trainees	40 hours or more
100kW and greater	2 trainees	80 hours or more

³ CEC-AC is a standard for rating a system's power that is based upon 1,000 watt/m² solar irradiance, 20° Celsius ambient temperature and 1 meter/second wind speed. The CEC-AC watt rating is lower than the Standard Test Conditions (STC), a watt rating used by manufacturers.

III. Job Trainee Eligibility Requirements

Eligible job training programs include PV training programs with 40+ hours of hands-on installation or design training offered to the public by a California Community College, local government workforce development program, community nonprofit, private enterprise or the electrical workers union. Also eligible are career technical education programs related to green building construction or design offering 40+ hours of instruction.

Contractors must ensure all hired job trainees have completed the [**Job Trainee Intake Form**](#).

For a list of SOMAH-eligible job training programs, see the [**SOMAH Job Training Organization Directory**](#).

The SOMAH Program Administrator (PA) team can support contractors with recruiting eligible job trainees for each project.

Contractors must find job trainees that meet one of the following criteria:

- Be currently enrolled in an eligible job training program.
- Recently graduated from an eligible job training program within 12 months of the start date of the SOMAH installation.
- Live in a property that is participating in SOMAH.

IV. Encouragement of Local & Targeted Hiring

The SOMAH Program's local and targeted hiring initiatives are designed to ensure that jobs are directed to community members who need them most. While local and targeted hiring are not required by the program, they are strongly encouraged.

Local hire is defined as an individual who resides within the county where the SOMAH project is located.

Targeted hire can include the following:

- Residents of disadvantaged communities per [CalEnviroScreen](#)
- Affordable housing residents
- Women
- People of color
- Individuals who have faced or have overcome employment barriers

Watch SOMAH's [Fair Chance Hiring Webinar](#) for more information on local and targeted hiring.



V. Types of Job Training

Job trainees can participate directly on the solar installation or in a supporting role for the SOMAH project. The job training may occur on or off the project site. The different types of responsibilities a job trainee may participate in are outlined.

Project Designer

Perform tasks such as:

- Assessing project sites
- Configuring mechanical design
- Configuring electrical design
- Configuring system monitoring, control and communications design
- Preparing project documentation
- Securing permits and approvals
- Adapting system design

PV Installers

Install system components such as:

- Raceway
- Electrical equipment
- DC PV system conductors
- AC PV system conductors
- Grounding and bonding
- System monitoring, control and hardware
- Battery equipment
- Ground-mounted structure
- Building-mounted system
- PV modules

Commissioning and Maintenance

Conduct activities such as:

- Reviewing or developing commissioning protocol
- Completing visual and mechanical inspection
- Conducting mechanical and electrical tests
- Confirming project completion
- Orienting end user to system
- Verifying system operation and performance structure
- Performing preventive and corrective maintenance

VI. Wage Requirements

The SOMAH Program was designed to create job training opportunities that lead to well-paid jobs.

For this reason, the program includes a wage floor that requires a job trainee to be paid at either of the following (whichever is higher):

- Contractor's entry level rate.
- 1.4 times the minimum wage of the city where the SOMAH project is located.
 - If the city or county has no mandated minimum wage, the California state minimum wage should be assumed.
 - It is the contractor's responsibility to verify the most updated local minimum wage at the time of installation.
- AB 2143, California's Prevailing Wage Law.⁴

All trainees must be paid within **30 days** of the actual work. In addition to these wage requirements, contractors must have insurance that covers hired job trainees, including temporary hires.

The SOMAH PA will revisit the wage floor periodically as average wages increase.



⁴ Prevailing Wage depends on project size (kW size and number of stories). SOMAH participants should be aware of prevailing wage requirements and comply accordingly with local guidance for projects. For additional information, review the [FAQ page](#) or contact CPUC Surge at info@cpucsurge.org.

VII. How to Get Started

Recruitment for job trainees should begin at least 60 days before the start of an installation. In the SOMAH application process, this will typically occur in the **Proof of Project Milestone**.

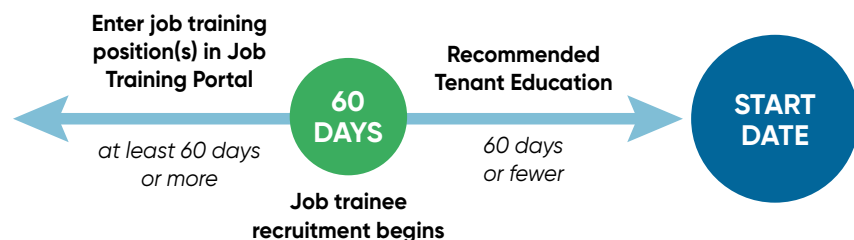
Contractors must post and manage all SOMAH job training positions to the [SOMAH Job Training Portal](#) Job's page. Contractors will receive login information to the job training portal via email after attending the contractor webinar and submitting the requested contact information.

Different resources and tools are offered on the portal to make it easier to connect with trainees such as:

- A **job board** to post and manage open trainee positions.
- A **resume bank** for contractors to search for eligible trainees.
- A **job training organization directory** to connect with prospective trainees.

Contractors must post each SOMAH job training opportunity on the job board at least 60 days before installation begins but may choose to keep the job posting hidden and recruit job trainees via other means.

Contractors must ensure all hired job trainees have completed the [Job Trainee Intake Form](#).



VIII. SOMAH Job Training Portal

The SOMAH Job Training Portal offers contractors three different ways to recruit and hire job trainees: the SOMAH Job Board, Resume Bank, and Job Training Organization Directory.

Job Board

To post a new job, log in to the job training portal. The following information will be required:

- Company name
- Position title
- Job description
- Project city
- City or local minimum wage
- Planned SOMAH Trainee Wage
- SOMAH project ZIP code
- SOMAH application number

Contractors are not limited on the number of job openings they can post or have active. Additionally, contractors can review and manage their active job openings by visiting the Manage Jobs page. Once a position is filled, contractors must mark the job training opportunity as filled or closed on the job board.

If you do not have a contractor portal account or need assistance, please contact workforce@calsomah.org. You can confirm that you have a contractor account if the “Jobs” drop-down menu includes the options Manage Jobs and Post a Job.

Job Description

In addition to the required information, we recommend the following information be included in the job description field:

- Start and end date
- Other benefits or equipment provided
- # of positions available
- Company description
- List of specific tasks that job trainees will perform
- Any specific experience or certifications desired

VIII. SOMAH Job Training Portal (cont.)

Resume Bank

The resume bank has a pool of eligible job trainees located throughout California, making it easier for contractors to identify trainees for a project.

Right away, contractors have access to the following information for each job trainee:

- Full name
- Phone number
- Email address
- City and state
- Desired job position
- Relevant certifications
- Resume
- Cover letter (optional)

Contractors can narrow down the list of job trainees based on location, certifications and keywords.

Job Training Organization Directory

Use [this resource](#) to connect with SOMAH-eligible job training programs that have students who may be currently active or have recently graduated. Visit the job training program's website or contact the school or organization directly to gain more information about their students. The SOMAH PA can also connect contractors directly to eligible job training organizations in the project region.

IX. Early Job Trainee Terminations & Required Notifications



Job training requirements must be completed to receive a SOMAH incentive payment. However, exceptions may be made in rare and extenuating circumstances, such as unplanned early terminations or resignations of a job trainee (voluntary or involuntary).

Contractors will be expected to complete alternative compliance pathways determined by the SOMAH PA in order to fulfill the job training requirement.

The SOMAH PA recommends contractors identify alternative trainees available for a project to prepare for unplanned losses of a job trainee. In such cases, contractors will be expected to make every reasonable effort to hire a new trainee to comply with the requirements.

To obtain exceptions to the job training requirements, contractors must contact the SOMAH PA within five business days of the early termination or resignation to discuss the program options.

For inquiries regarding early terminations (voluntary or involuntary), contractors must contact the SOMAH PA by emailing workforce@calSOMAH.org.

X. Additional Resources

The SOMAH PA can support contractors with:

- Job trainee recruitment and placement.
- Guidance using the SOMAH Job Training Portal.
- Connection to local job training organizations.
- Education on successful hiring and training.
- Questions about job training requirements.

Contact us by email at workforce@calSOMAH.org.

Check out the SOMAH resources available online:

- Watch the [Job Training Overview Webinar](#).
- Watch the [SOMAH Contractor Series](#) on our YouTube channel
- Find job trainees near your location through the [Job Training Organization Directory](#).
- Find resources for contractors on the [SOMAH Resource Library](#)
- Explore stories of real SOMAH job trainees:
 - Women in Solar: [Erica's Story](#)
 - From Job Trainee to Full-Time Installer: [Jesse's Story](#)
 - From Intern to Solar System Engineer: [Oscar's Story](#)



XI. Appendix



SOMAH Job Trainee Intake Form

The following information is collected by the SOMAH Program Administrator for the purposes of data analysis and will never be shared with prospective employers. Your responses will not impact your ability to participate in the SOMAH program. To learn more about SOMAH Job training, please visit [ca.somah.org/job-training-eligibility](https://www.ca-somah.org/job-training-eligibility). If you would prefer to enter this information online, please visit <https://www.ca-somah.org/jobportal/s/self-register?locale=us>.

Once completed, please send a photo or scan of this form to workforce@ca.somah.org. The SOMAH Workforce Development team will create a SOMAH Job Portal account with the information you provide. If you would like to be considered for additional SOMAH training opportunities, please attach a digital copy of your resume to be added to the Resume Bank accessible by SOMAH Contractors.

Contact Information

Are you currently experiencing homelessness?

- ☐ Yes
☐ No

First name:	
Last name:	
Address:	
City:	Zip:
Primary phone:	
Secondary phone (optional):	
Primary email address:	
Secondary email address (optional):	

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Solar on Multifamily Affordable Housing

Start recruiting job trainees today using our
SOMAH Job Training Portal

510-913-9402

workforce@calsomah.org



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